



TOWN OF NATICK  
APPLICATION FOR EMPLOYMENT

Town Hall – 13 E. Central Street  
Public Works – 75 West Street  
Recreation & Parks Department – 179 Boden Lane  
Morse Institute Library – 14 E. Central Street  
School Department – 13 E. Central Street

Date of Application \_\_\_\_\_

Position applied for \_\_\_\_\_

Are you available to work \_\_\_\_\_ full time \_\_\_\_\_ part time \_\_\_\_\_ other

Referral source: \_\_\_\_advertisement \_\_\_\_job posting \_\_\_\_relative \_\_\_\_friend \_\_\_\_other

SECTION I: PERSONAL INFORMATION

Name: \_\_\_\_\_  
last first middle

Address: \_\_\_\_\_  
no. & street town state zip code

Social Security No. \_\_\_\_\_ Telephone No. \_\_\_\_\_

If hired, can you provide proof of citizenship or legal right to work? \_\_\_\_\_ Yes \_\_\_\_\_ No

Are you under 18 years of age? \_\_\_\_\_ Yes \_\_\_\_\_ No If yes, how old are you? \_\_\_\_\_

Valid Mass. Drivers License Number \_\_\_\_\_ Class \_\_\_\_\_

Have you ever filed an application here before? \_\_\_\_\_ Yes \_\_\_\_\_ No

Have you ever been employed with the Town before? \_\_\_\_Yes \_\_\_\_No If yes, give dates of employment  
\_\_\_\_\_ in which Department? \_\_\_\_\_

Do you have relatives working in the same department where you are applying? \_\_\_\_\_

Having reviewed the duties of the job, which have been provided to you, are you capable of performing  
all the duties of the job? \_\_\_\_\_

If no, which duty(ies) are you not capable of performing? \_\_\_\_\_

What, if anything, could be changed that would allow you to perform the duty(ies) listed above? \_\_\_\_\_

Have you ever been convicted of a felony? \_\_\_\_\_ Yes \_\_\_\_\_ No

If yes, please specify \_\_\_\_\_

Have you ever been convicted of a misdemeanor in the last five years? \_\_\_\_ Yes \_\_\_\_\_ No

If yes, please specify \_\_\_\_\_

Note: You are not required to furnish information for any offense committed prior to your seventeenth  
(17<sup>th</sup>) birthday, sealed records or first conviction for simple assault, speeding, minor traffic violations,  
affray or disturbance of the peace. Conviction will not necessarily be a bar to employment.

SECTION II: EMPLOYMENT HISTORY

1. Employer's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Worked From: \_\_\_\_\_ to: \_\_\_\_\_  
Give dates  
Immediate Supervisor's name and job title: Pay: \_\_\_\_\_ ; \_\_\_\_\_  
starting ending  
Describe work you performed: \_\_\_\_\_  
May we contact this employer? \_\_\_\_\_

2. Employer's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Worked From: \_\_\_\_\_ to: \_\_\_\_\_  
Give dates  
Immediate Supervisor's name and job title: Pay: \_\_\_\_\_ ; \_\_\_\_\_  
starting ending  
Describe work you performed: \_\_\_\_\_  
May we contact this employer? \_\_\_\_\_

3. Employer's name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Job Title: \_\_\_\_\_ Worked From: \_\_\_\_\_ to: \_\_\_\_\_  
Give dates  
Immediate Supervisor's name and job title: Pay: \_\_\_\_\_ ; \_\_\_\_\_  
starting ending  
Describe work you performed: \_\_\_\_\_  
May we contact this employer? \_\_\_\_\_

List here any verified work performed on a volunteer basis:

\_\_\_\_\_  
\_\_\_\_\_

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SECTION III: EDUCATION

	Name & Location of School	Dates Attended	Diploma, Degree/Certificate
High School			
Vocational, Technical or Correspondence			
College/University			
Graduate/Professional			

Describe specialized Training, Apprenticeship License, Skills and Extra Curricular Activities:

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State any additional information you feel may be helpful to us in understanding your application.

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PERSONAL REFERENCES: Please exclude relatives and supervisors

1. Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Occupation \_\_\_\_\_ Years known \_\_\_\_\_
2. Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Occupation \_\_\_\_\_ Years known \_\_\_\_\_
3. Name \_\_\_\_\_  
Address \_\_\_\_\_ Telephone \_\_\_\_\_  
Occupation \_\_\_\_\_ Years known \_\_\_\_\_

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#### SECTION IV: MILITARY HISTORY

Veteran of U.S. Armed Forces? \_\_\_\_\_ Yes \_\_\_\_\_ No

Branch \_\_\_\_\_

Rank when discharged \_\_\_\_\_ Discharge Status \_\_\_\_\_

Present Military Status \_\_\_\_\_

Service school or special experience \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

#### AGREEMENT

This information provided in this application for employment is true and complete to the best of my knowledge. In the event of employment, I understand that false or misleading information given in my application or interview (s) may result in discharge. I understand that all appointments are probationary and that I must demonstrate my fitness for continued employment during the probationary period. I also understand that I must be available from time to time for work outside normal business hours as the needs of the department require. Further, I agree to take a physical examination, given by an appointed Town physician, which may include testing for drugs, and a \*psychological examination as required and recognize that any offer of employment may be contingent upon the results of such an examination. I understand that any employment offer by the Town is conditional upon my ability to establish employment eligibility under the Immigration Reform and Control Act of 1986. I authorize investigation of all statements contained in this application and the release of any pertinent information regarding my education, past employment history, personal references and background.

Date: \_\_\_\_\_

Signature : \_\_\_\_\_

\*Applicants to Police Department Only

APPLICANT DO NOT WRITE BELOW THIS LINE

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Interview date \_\_\_\_\_ Interviewer \_\_\_\_\_

Remarks \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Action Taken \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

It is unlawful in Massachusetts to require or administer a lie detector test as a condition of employment or continued employment. An employer who violates this law shall be subject to criminal penalties and civil liability.

COMPLETION OF THIS FORM IS OPTIONAL

## TO BE USED BY THE TOWN OF NATICK'S EEO/AA REPORTING REQUIREMENTS

### AN INVITATION

Applicants are considered for all positions, and employees are treated during employment without regard to race, color, creed, religion, sex, sexual orientation, national origin, age, marital or veteran status, medical condition or handicap.

The Town of Natick, as part of its commitment to equal employment opportunity and to its affirmative action program, invites all applicants to provide the following information.

The information is voluntary and refusal to provide it will not have any bearing on our employment decision. The data is confidential and will be filed separately. It will be available only to authorized personnel for research, reporting and evaluation purposes. The information is needed to document the hiring practices of the Town of Natick and to assess the effectiveness of its affirmative action program. Your cooperation would be appreciated but is entirely voluntary.

Position Applied For: \_\_\_\_\_ Date: \_\_\_\_\_

#### SEX

- ☐ Male
- ☐ Female

#### AGE

- ☐ under 16
- ☐ 16-39
- ☐ 40 – 69
- ☐ 70 +

#### ORIGIN

- ☐ White
- ☐ Black
- ☐ Hispanic
- ☐ Asian or Pacific Islander
- ☐ American Indian or Alaskan Native
- ☐ Cape Verdean

#### HANDICAP

- ☐ Mental
- ☐ Physical
- ☐ None

#### VIETNAM ERA VETERAN

- ☐ Yes
- ☐ No